DAMIR for Releasers

Tuesday 10/30/2007
Breakout Session 5A

Wednesday 10/31/2007
Breakout Session 3A

DAMIR for Releasers

- Audience

  Anyone responsible for ensuring that a SAR, DAES and/or proposed APB is submitted to the next level for review or approval

  – Program Office

  – Program Executive Office

  – Component Points of Contact

  – OSD Points of Contact

DAMIR for Releasers

- Topics
  - Release Basics
  - Demonstration of Release in Purview
  - Demonstration of Release in Data Collection
  - Security Hierarchy Basics
  - Demonstration of Program Process Support

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- What does Release mean?

  The act of moving data from one area of visibility to another area with a higher level of visibility.
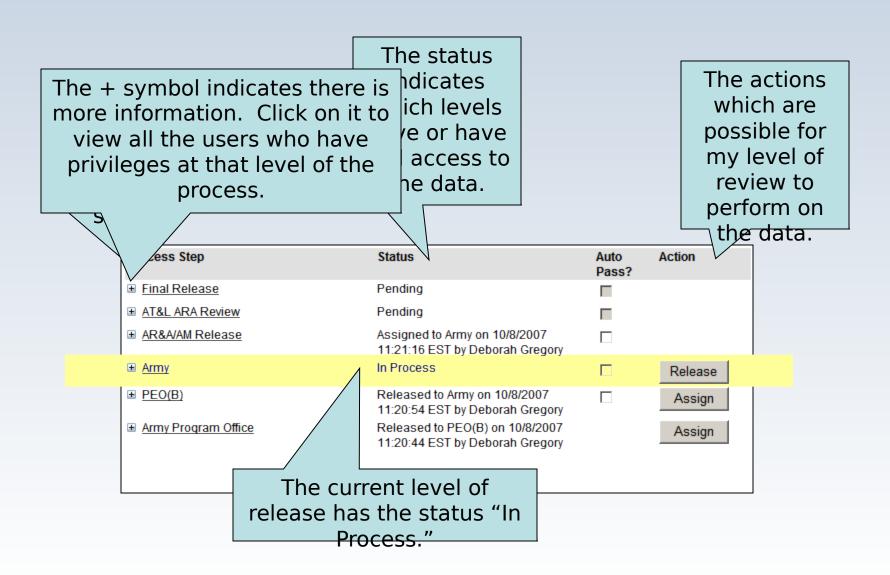
  – CARS

    - Program Office creates a floppy diskette or submits a report via email and sends to PEO.
    - PEO loads submission into own database for review. Repeats the process to submit to component.

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- What does Release mean?
  - DAMIR
    - Program Office release authority logs into DAMIR 3.0 and clicks a button. DAMIR sends an email to the PEO that the data is available.
    - PEO logs into DAMIR 3.0, reviews the data in Purview and clicks a button. DAMIR sends an email to the component that the data is available.

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- Related DAMIR concepts:
  - **Purview** – Generally, a read-only area for accessing data that has been released to your level of visibility.
  - **Data Collection** – An area for accessing data that is available to your level of visibility and to which you have the ability to make changes.
  - **Security Hierarchy** – The defined paths along which all data must travel from creation to full release. These paths are dependent upon the program and reflect the existing, real-world review process.

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- Related DAMIR concepts:
  - **Process** – The specific security hierarchy a particular set of data must be released through.
  - **Assign** – The act of moving the data back to a previous level of review.
  - **Status** – The current position of the data with respect to your level of review.
    - **Pending** – has not yet reached this level of review
    - **In Process** – is current available to this level for edits
    - **Released** – has been promoted from this level to a higher level
    - **Assigned** – has been assigned from this level to a lower level
  - **Auto Pass** – An option, at the point of release, to have the data pass through this level if it is assigned below and released again.

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The + symbol indicates there is more information. Click on it to view all the users who have privileges at that level of the process.

...ess Step	Status	Auto Pass?	Action
⊞ Final Release	Pending	☐	
⊞ AT&L ARA Review	Pending	☐	
⊟ AR&A/AM Release	Assigned to Army on 10/8/2007 11:21:16 EST by Deborah Gregory	☐	
Mr. Larry L. Axtell Christine Knoche	703-695-0707	Larry.Axtell@osd.mil cknoche@caci.com	
⊞ Army	In Process	☐	Release
⊞ PEO(B)	Released to Army on 10/8/2007 11:20:54 EST by Deborah Gregory	☐	Assign
⊞ Army Program Office	Released to PEO(B) on 10/8/2007 11:20:44 EST by Deborah Gregory		Assign

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- Demonstrate Purview Release Process
  - Log into DAMIR 3.0
  - Click on "Purview – Program View"
  - Click on the program name
  - Select the draft submission
  - Click on "Summary Views – <document> Status"
  - Click on "Release" button to release the data up to the next level
  - Click on an "Assign" button to assign the data to that level
  - Use checkbox in "Auto Pass?" column only if you want to move out of the review process. (Only recommended after final review to avoid last minute barriers to final submission.)

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- Demonstrate Data Collection Release Process
  - Log into DAMIR 3.0
  - Click on "Create or Edit a <document>"
  - Click on a program name
  - Click on "Continue…" button
  - Process is the same as in Purview

  – Note:
    Data Collection area allows you to edit the data.

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- Security Hierarchy Related Definitions:
  - **Security Group** – A step in the release process that is defined by its relationship to the other groups in the process, the privileges that it holds and the members that have been assigned.
  - **Domain** – A set of security groups that work with data at the same level of release. Usually a release group and an edit group. Sometimes a domain includes series of read-only groups.
  - **Privilege** – A specifically defined characteristic of a security group that determines what members of the group are capable of accessing or doing within DAMIR.
  - **Members** – The individuals or organizations that have been assigned to a security group. Members are automatically given the privileges associated with the group.

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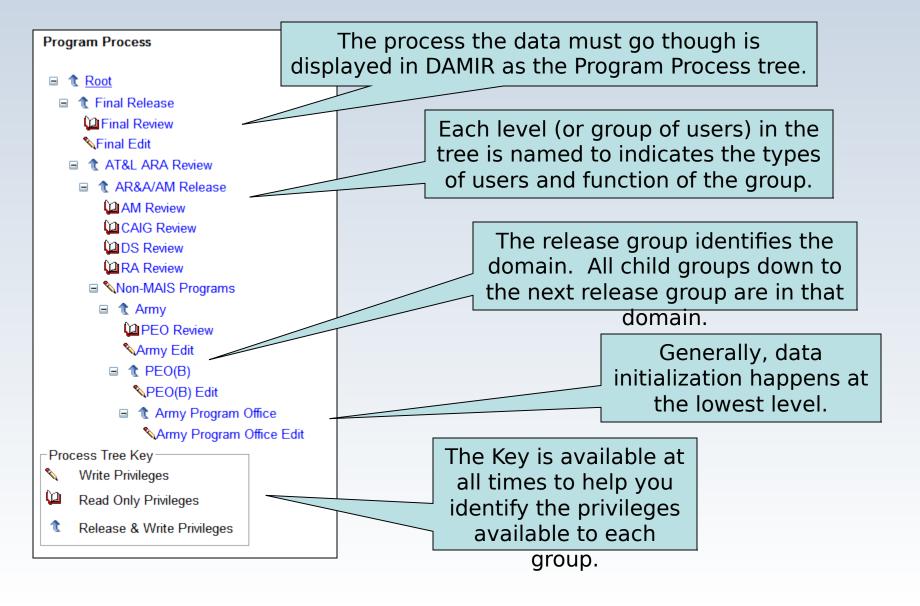
- Security Hierarchy
    - **Organization** – If an organization is assigned membership to a security group, all the users assigned to that organization (and any subordinate organizations) are given those privileges.
    - **Users** – If a user is assigned membership to a security group, the user is given those privileges and those privileges alone.
  - Notes
    - In general, privileges should be granted to users by assigning them to specific security groups.
    - Should a given user require privileges in more than one security group, simply assign them to all the necessary security groups.

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- Privileges
    - **Read Only** – In order to provide read-only access to material at any level in the process, a security group would need to be established with the only privilege assigned to read that data.
    - **Write** – Write privileges must be assigned to a security group for any members to be able to make changes to the data when it is available at that level. (Note that assigning Write privileges to a group that has only read privileges assigned defeats the read-only privilege. Should you require users at your level to have read only privileges while others have write, create two groups.)
    - **Release** – A limited number of users should be assigned to the release groups. These users are authorized to release the data and support the process by adding users and/or groups to the process hierarchy for their domains.

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Program Process

- ⬆ Root
  - ⬆ Final Release
    - 📕 Final Review
    - ✎ Final Edit
  - ⬆ AT&L ARA Review
    - ⬆ AR&A/AM Release
      - 📕 AM Review
      - 📕 CAIG Review
      - 📕 DS Review
      - 📕 RA Review
      - ✎ Non-MAIS Programs
        - ⬆ Army
          - 📕 PEO Review
          - ✎ Army Edit
        - ⬆ PEO(B)
          - ✎ PEO(B) Edit
          - ⬆ Army Program Office
            - ✎ Army Program Office Edit

Process Tree Key

✎	Write Privileges
📕	Read Only Privileges
⬆	Release & Write Privileges

The process the data must go though is displayed in DAMIR as the Program Process tree.

Each level (or group of users) in the tree is named to indicates the types of users and function of the group.

The release group identifies the domain. All child groups down to the next release group are in that domain.

Generally, data initialization happens at the lowest level.

The Key is available at all times to help you identify the privileges available to each group.

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- Demonstrate Program Process Support
    - Log into DAMIR 3.0
    - Click on "Administration – Program Administration"
    - Click on "Edit an Existing Program"
    - Click on a program name
    - Click on the appropriate edit link:
        "Edit Program <document> Process"
    - Click on the name of a security group to:
        - edit its information
        - add other groups beneath it in the process
        - change membership

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- Security Group Maintenance
  - Edit Details (default display)
    - Name
    - Parent (read-only)
    - Is Active?
    - Act on Behalf of Organization
    - Notes

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- Security Group Maintenance
  - Edit Membership
    - Lists all users
    - Is Active?
    - Delete?
    - Search box beneath grid
    - Users and/or Organizations must already exist

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- Security Group Maintenance
  - Select or Create a New Group
    - Wizard prompts for the type of group needed
    - Provides a display of all the groups matching that type already in that domain
    - To create a new group, click on the "Create Group" button

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Questions?